The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at <a href="https://www.tachi-yokut-nsn.gov">www.tachi-yokut-nsn.gov</a>

## **Job Requisition Form**

Position to be filled: Staff Accountant

**Department:** Finance

## **Required Qualifications/Essential Duties:**

- Must have Bachelor of Science Degree in Business Administration, major in Accounting or Finance plus a minimum of 2 years of Accounting experience- Required;
- Valid California Driver License Preferred;
- Must be insurable through company's carrier and maintain throughout employment Preferred;
- Certified 10-key- Preferred;
- Compiles and analyses financial information to prepare entries to general ledger accounts;
- Reconciles all general ledger accounts and create accounting reports;
- Perform reconciliation on tribal activities, contracts and vouchers as required and prepares reports to substantiate individual transactions:
- Maintain accounting subsystems, prepaid expense, fixed assets, A/R, A/P and other subsystems to ensure they are in balance with
  the general ledger and differences are reconciled and reported to the Finance Manager;
- Analyzes and makes recommendations on accounts reserves, fixed assets and other general ledger accounts;
- Performs reconciliation on asset and liability accounts; and prepares journal entries for review and adoption by finance Manager;
- Implement established policies and procedures with guidance from Finance Manager and from Finance Controller; and according to directives from Tribal Council;
- · Assist in monthly closings; quarterly closing; and year end closing;
- Assist with special projects as necessary;
- Comply with all safety, health and environmental policies, procedures and regulations are followed within the department;
- Ensure compliance with all Human Resource policies and procedures, promote an environment that treats all people with respect
  and prohibits discrimination and harassment of any kind;
- Works with auditors and submits work products to auditors on an as needed basis;
- Performs other duties as assigned by management.

Reports To: Finance Manager

**Starting Rate of Pay:** \$53, 560.00 – D.O.E. (Exempt)

**Approximate Hours:** 40+ hrs per wk

**Updated:** September 23, 2020

**Deadline:** Open Until Filled

Department Director Date Human Resources Director Date